

Dear Sir/Madam:

The Department of Homeland Security/Customs and Border Protection (DHS) is requiring services using *Domain One—Program Management, Engineering and Technology Support Services* of the Technical, Acquisition, and Business Support Services (TABBS) contract. Your company is cordially invited to bid on this effort.

Proposals are due by 11:00 a.m., EST, on or before Monday, September 8, 2014, via email to (b) (6). Questions are due via email on or before 9:00 a.m., EST, Tuesday, September 2, 2014, via email to (b) (6). If you are unable to bid, please respond with a "No Bid" email to (b) (6) by Friday, August 29, 2014. If a quote is not received by the due date, a "No Bid" response will be determined by the Government. There will be no exceptions to the date or time on which responses are due, unless determined otherwise by the Government.

The award will be made based upon the evaluation factors described below. The combined evaluation factors, excluding price, and award will be made to the responsible offeror whose proposal provides the combination of criteria offering the best overall value to the Government. The evaluation factors are divided as follows:

1. Technical/Management Approach
2. Past Performance

1. Factor 1--Technical/Management Approach (Part 1 – limited to 15 pages)

The technical/management response is limited to 15 pages in length (with exceptions described below.) The body of the proposal must be formatted with a Times New Roman - 12-point font with 1-inch margins. Nine (9)-point font will be allowed for graphics, and Ten (10)-point font will be allowed for tables. Any information submitted beyond the 15 page maximum will not be evaluated by the Government.

Sub-factor 1: Technical/Management Approach:

- a. Offeror shall submit a technical solution response in accordance with the attached Statement of Work (SOW) and soundness thereof; Sufficient and detailed descriptions of the contractor's capability and experience with successful projects of comparable scope; Details on the work to be performed by each of the proposed staff and their specific roles and responsibilities. Offeror shall provide procedural statements and examples of how they will accomplish the requirements of the SOW. The offeror shall demonstrate their ability to report and communicate data and financial information to the government client.
- b. Managing the requirements contained in the SOW. Offerors shall provide a minimum of four (4) resumes, one (1) of which must be for a Technology Strategy specialist, one (1) of which must be a Change Management specialist, one (1) of which must be for an Office Mobility specialist and one (1) of which must be a Communications specialist. Offerors shall provide the qualifications and capabilities for these personnel. In addition, Offerors shall explain how the resources will be made available at the start of the

proposed contract performance period either through “incumbent capture” (for the existing tasks) or by having previously approved CBP clearances.

- c. Develop a realistic start-up plan for supporting the work within one-month of contract award. The start-up plan shall include a realistic timeline and shall address the requirement for clearances and start-up of staff. Since all positions require a clearance to begin work, this is a crucial requirement for onboarding.

2. Factor 2--Past Performance (Part II – limited to 10 pages)

Provide three (3) references for similar type of work and size of contract. Past performance will be evaluated on:

- a. Management effectiveness
- b. Adherence to schedules
- c. Cost control
- d. Customer satisfaction
- e. Management of personnel
- f. Relevancy (comparable & related objectives, similar scope & complexity)

The Government may award any resulting contract to other than the lowest priced Offeror, or other than the Offeror with the highest non-price rating. The Government reserves the right to award without discussions. The evaluation factors and sub-factors are:

1. Technical and Management Approach
Sub-factor 1: Technical/Management Approach
2. Past Performance

Factors one (1) Technical and Management Approach is more important than Factor 2 (Past Performance. Sub-factors 1a, 1b and 1c are equal in importance.

1. Technical and Management Approach
2. Past Performance

All non-cost evaluation factors, when combined are more important than price. Price will be evaluated for realism. Price/Cost: Offerors must use the following pricing table for its pricing proposal.

All documents are to be submitted in MS-Office, Pricing must be in MS-Excel.

CBP would like to thank you for your continued support of the TABBS contract and for your consideration of submitting a response to this request.

Best Regards,